

OCCUPATIONAL OUTLOOK

KERN, INYO, and
MONO COUNTIES

1996



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**A product of
The California Cooperative
Occupational Information System**

**Sponsored by
Inyo, Kern, and Mono Counties' Board of Supervisors
Employers' Training Resource Board of Directors
(Private Industry Council)
State of California Employment Development Department
California Occupational Information Coordinating Committee**

**Prepared by
Employers' Training Resource**

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Interim Director**

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ACKNOWLEDGEMENTS

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At the local level, support has come from all segments of our communities. Credit must be given to:

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- representatives of organizations and agencies (training, employment, labor unions) whose knowledge of the local labor market was so willingly offered, who assisted with the program planning in all stages, and whose support helped the program become successful;
- members of the Kern, Inyo, and Mono Counties' Boards of Supervisors who understood the value to the community of this program and approved our participation; and
- the Board of Directors of Employers' Training Resource (Private Industry Council) which enthusiastically provided assistance throughout the many stages of the program, including financial assistance.

I trust that this report will be of particular benefit to job seekers, local businesses, training providers, career counselors, curriculum designers, and the many persons who are involved in job placement and economic development activities in Kern, Inyo, and Mono Counties.

We also wish to acknowledge the efforts of the staff at Employers' Training Resource. Bob Malouf served as Program Coordinator, with Kristine Behrens Weber, Kiny Chea, Danielle Colombo, and Sarah Anderberg assisting with the project. The design and layout for the report was completed by Bob Malouf.

Karen Jones, Interim Director

INTRODUCTION

This report is presented by Employers Training Resource and is the product of the California Cooperative Occupational Information System. It is part of a statewide program initiated by the State of California's Employment Development Department (EDD) in 1986 to determine the occupational needs of employers and to match these needs with the skills of local job seekers. This particular document represents a summary of the perceptions of local employers regarding various occupations in Kern, Inyo, and Mono Counties. Data was gathered and compiled using a stringent methodology to ensure that the data presented are valid and comparable to those gathered in other parts of California. Most information was gathered in the fall of 1996 and represents part of a study conducted in Kern, Inyo, and Mono Counties. This was the seventh year that the program was conducted in these counties.

Although much of the research is conducted at the local level, Employment Development Department's Labor Market Information Division plays an active role in all phases, maintaining responsibility for providing employer samples, computer software, technical assistance, and guidance. The study incorporates research methods designed to produce reliable data that can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demands, and sources of employment and training.

Program Planning

This report provides planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their program by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resources Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

The total study received the input of several hundred employers who took time to respond, offer their insights, and share data regarding their wage and benefit packages. While all individual results will remain confidential, this data will provide many schools, counselors, job seekers, and businesses with both current information and projected trends. The overall data represent the employment of over 4000 persons in the twenty-one occupations studied in Kern, Inyo, and Mono Counties. Information from employers was also supplemented by information on schools, colleges, and other agencies providing job preparation for the surveyed occupations.

While respecting the confidentiality of all respondents, some additional information may be compiled upon request or in subsequent reports. For further information, please contact Employers' Training Resource, Attention: Labor Market Information Staff, 2001 28th Street, Bakersfield, CA 93301 or phone (805) 336-6978.

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ADJUSTMENT CLERKS

Description of Occupation

The following definition was used in the survey: Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit ratings. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

Alternate titles in use include Customer Service Representative, Credit Manager, and Customer Service Clerk. Related occupations not included in the survey are Loan and Credit Clerks, and Statement Clerks.

This occupation has been assigned OES code 531230.

Occupational Employment Levels in the Survey Area

This occupation is classified as medium with employment projected to grow slower than the overall rate of growth projected for all occupations in the County.

Almost all employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Direct Selling Establishments (SIC 5963), Personal Credit Institutions (SIC 6141), Radio, TV, and Consumer Electronics Stores (SIC 5731), Furniture Stores (SIC 5712), Hotels and Motels (SIC 7011), and Radio and Telephone Communications (SIC 4812).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed their Associate's Degree or have completed some college, but received no degree, while some have completed high school or the equivalent.

Experience/Training: Most employers require 6-12 months of experience in the occupation, while some require 18-24 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as word processing and database. Some employers responding to the survey re-

ported they seek other computer skills such as spreadsheet and desk top publishing. Some others require interpersonal communication skills and expanded computer skills.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to perform detailed clerical work; understanding of a variety of cultures; knowledge of alphabetic and numeric filing; customer service and oral communication skills.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Administrative Secretary, Assistant Controller, and Management.

Available Training

Bakersfield College, Cerro Coso Community College, GAIN-Greater Avenues for Independence, Kern High School District-JTPA Services, North Kern Vocational Training Center, San Joaquin Valley College, and Taft College offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$5.00 to \$8.91 per hour with a median of \$7.00. For new hires with experience, the range is \$6.00 to \$11.03 per hour with a median of \$8.50. Workers with three years experience at the same firm may expect earnings ranging from \$7.00 to \$15.00 per hour with median earnings of \$11.00.

Fringe benefits offered to full time employees by almost all employers include medical insurance, life insurance, and paid vacation. Most employers offer paid sick leave, dental insurance, and a retirement plan. Some employers offer some of these benefits to part time employees.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 25 hours per week.

BILLING, COST AND RATE CLERKS

Description of Occupation

The following definition was used in the survey: Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods, posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. The definition did not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines or workers who calculate charges for passenger transportation.

Alternate titles in use include Account Clerks I and II. Related occupations not included in the survey include General Office Clerks and Payroll Clerks.

This occupation has been assigned OES code 553440. Additional information about the occupation may be found in California Occupational Guide No. 295.

Occupational Employment Levels in the Survey Area

This occupation is classified as large with employment projected to grow slower than the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will remain stable over the next three years. Many others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Water Supply (SIC 4941), Trucking, Except Local (SIC 4213), Offices and Clinics of Health Practitioners (SIC 8049), and Help Supply Services (SIC 7363).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent, while some have completed some college, but received no degree.

Experience/Training: Most employers require 6-12 months of experience in the occupation, while some require 24 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills

such as spreadsheet, database, and word processing. Some employers responding to the survey reported they seek computer skills such as knowledge of accounting software and data entry skills. Some others require electronic billing skills and knowledge of insurance processes. Manual bookkeeping skills are becoming obsolete.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: bookkeeping skills; ability to follow billing procedures, operate 10-key adding machine by touch, sit continuously for 2 or more hours, and work independently.

Promotions

Most employers offer promotions from this position to a higher level position. These positions may include: Office Manager, Senior Clerk, Billing Supervisor, and Administrative Assistant.

Available Training

Cerro Coso Community College, Bakersfield College, GAIN-Greater Avenues for Independence, Kern High School District-JTPA Services, North Kern Vocational Training Center, San Joaquin Valley College, and Taft College offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.75 to \$9.00 per hour with a median of \$7.00. For new hires with experience, the range is \$4.75 to \$11.00 per hour with a median of \$8.00. Workers with three years experience at the same firm may expect earnings ranging from \$8.39 to \$13.00 per hour with median earnings of \$12.00.

Fringe benefits offered to full time employees by almost all employers include medical insurance and paid vacation, while most offer dental insurance, vision insurance, life insurance, paid sick leave, and a retirement plan. Some employers also offer these benefits to part time employees.

Workers in this occupation work an average of 42 hours per week in full time positions. Part time employees work an average of 12 hours per week.

CASHIERS

Description of Occupation

The following definition was used in the survey: Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers and change makers.

Alternate titles in use include Customer Service Representative and Checker. Related occupations not included in the survey are Stock Clerks, Retail Clerks, Court Clerks, Advertising Clerks, and Real Estate Clerks.

This occupation has been assigned OES code 490230. Additional information about the occupation may be found in California Occupational Guide No. 31.

Occupational Employment Levels in the Survey Area

This occupation is classified as very large with employment growth projected as average relative to the overall rate of growth for all occupations in the County.

Most employers surveyed expect growth in this occupation, while many other employers indicate employment will remain stable over the next three years.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Grocery Stores (SIC 5411), Department Stores (SIC 5311), Hardware Stores (SIC 5251), and Miscellaneous Retail Stores (SIC 5999).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent.

Experience/Training: Almost all employers require 6-12 months of experience in the occupation. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as knowledge of parts and computer cash registers. Some employers responding to the survey reported they seek computer skills such as Windows '95 and other computer skills. Skills such as calculator and basic paper work are becoming obsolete.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to operate a cash register and

stand continuously for 2 or more hours; public contact skills and oral communication skills.

Promotions

Almost all employers offer promotions from this position to a higher level position. These positions may include: Sales Positions, Lead Retail Assistant, and Manager.

Available Training

Kern County Regional Occupational Center has a training program available for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.75 to \$7.19 per hour with a median of \$5.43. For new hires with experience, the range is \$4.85 to \$9.00 per hour with a median of \$5.75. Workers with three years experience at the same firm may expect earnings ranging from \$5.12 to \$10.00 per hour with median earnings of \$6.57.

Fringe benefits offered to full time employees by most employers include medical insurance, dental insurance, paid vacation, and paid sick leave. Many employers also offer vision insurance, life insurance, and a retirement plan. Some offer part time employees paid vacation, paid sick leave, and a retirement plan.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 26 hours per week.

CONCRETE AND TERRAZZO FINISHERS

Description of Occupation

The following definition was used in the survey: Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. The definition included Concrete Rubbers.

Alternate titles in use include Concrete Laborer. Related occupations not included in the survey are Hard Tile Setters, Reinforcing Metal Workers, Stone Masons, Plasterers, and Stucco Masons.

This occupation has been assigned OES code 873110. Additional information about the occupation may be found in California Occupational Guide No. 181.

Occupational Employment Levels in the Survey Area

This occupation is classified as small with employment projected to grow faster than the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Concrete Work (SIC 1711), Special Trade Contractors (SIC 1799), General Contractors (SIC 1542), and Highway and Street Construction (SIC 1611).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed high school or the equivalent, while some have not completed high school.

Experience/Training: Almost all employers require 12-24 months of experience in the occupation, while a few require 60 months. Some employers accept training as a substitute for experience.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: knowledge of basic construction skills; ability to operate hand tools, do cement work, perform strenuous and physically

demanding work, work independently, and read and follow instructions.

Promotions

Most employers offer promotions from this position to a higher level position. These positions may include: Foreman.

Available Training

Bakersfield College and Kern County Regional Occupational Center offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$6.00 to \$22.00 per hour with a median of \$8.20. For new hires with experience, the range is \$7.00 to \$26.00 per hour with a median of \$12.00. Workers with three years experience at the same firm may expect earnings ranging from \$10.00 to \$26.00 per hour with median earnings of \$13.50.

Fringe benefits offered to full time employees by most employers include medical insurance, dental insurance, and life insurance, while some employers offer paid vacation.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 31 hours per week.

Union members may earn more than nonunion members.

COUNTER ATTENDANTS (LUNCHROOM, COFFEE SHOP, OR CAFETERIA)

Description of Occupation

The following definition was used in the survey: Lunchroom, Coffee Shop, or Cafeteria Counter Attendants serve food to diners at a counter or from a steam table. The definition did not include Counter Attendants who also wait tables.

Alternate titles in use include Crew Person. Related occupations not included in the survey are Waiters, Waitresses, and Bar Helpers.

This occupation has been assigned OES code 650170.

Occupational Employment Levels in the Survey Area

This occupation is classified as large with employment projected to grow slower than the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Eating Places (SIC 5812), and Miscellaneous Food Stores (SIC 5499).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent, while some have completed some college, but received no degree.

Experience/Training: Most employers require 6 months of experience in the occupation. Some employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as social skills.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: certification as a food handler; ability to stand continuously for 2 or more hours and operate a cash register; salad and sandwich making, fry cooking, and public contact skills.

Promotions

Almost all employers offer promotions from this position to a higher level position. These positions may include: Shift Leader, Floor Supervisor, Crew Trainer, and Manager.

Available Training

Our research indicates that no training is available for this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.75 to \$4.75 per hour with a median of \$4.75. For new hires with experience, the range is \$4.75 to \$5.50 per hour with a median of \$4.75. Workers with three years experience at the same firm may expect earnings ranging from \$5.15 to \$6.00 per hour with median earnings of \$5.25.

Fringe benefits offered to full time employees by almost all employers include medical insurance, dental insurance, paid sick leave, paid vacation, and a retirement plan.

Workers in this occupation work an average of 38 hours per week in full time positions. Part time employees work an average of 21 hours per week.

DRIVERS/SALES WORKERS

Description of Occupation

The following definition was used in the survey: Drivers/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products, collect and deliver items, such as laundry, collect coins, and refill and service vending machines. The definition included Newspaper Delivery Drivers.

Alternate titles in use include Driver/Delivery Person.

This occupation has been assigned OES code 971170. Additional information about the occupation may be found in California Occupational Guide No. 217.

Occupational Employment Levels in the Survey Area

This occupation is classified as medium with employment projected as average relative to the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will grow over the next three years. Many others expect it to remain stable.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Newspaper Publishing or Publishing/Printing (SIC 2711), and Direct Selling Establishments (SIC 5963).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent, while some have completed some college, but received no degree.

Experience/Training: Most employers require 6-24 months of experience in the occupation, while some require 60 months. Some employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as inventory research.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: knowledge of local streets; ability to lift at least 50 pounds repeatedly; and cash handling and customer service skills.

Promotions

Most employers offer promotions from this position to a higher level position. These positions may include: Sales-Purchasing Positions, Circulation Manager, and Manager.

Available Training

Our research indicates there is no training available for this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$6.00 to \$15.53 per hour with a median of \$8.41. For new hires with experience, the range is \$6.77 to \$20.17 per hour with a median of \$9.00. Workers with three years experience at the same firm may expect earnings ranging from \$6.77 to \$23.71 per hour with median earnings of \$12.48.

Fringe benefits offered to full time employees by almost all employers include medical insurance, life insurance, dental insurance, vision insurance, and paid sick leave. Most offer a retirement plan and some offer child care.

Workers in this occupation work an average of 42 hours per week in full time positions. Part time employees work an average of 17 hours per week.

Union members may earn more than nonunion members.

FINANCIAL MANAGERS

Description of Occupation

The following definition was used in the survey: Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. The definition included managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

Alternate titles in use include Controller. Related occupations not included in the survey are Purchasing Managers.

This occupation has been assigned OES code 130020.

Occupational Employment Levels in the Survey Area

This occupation is classified as very large with employment projected to grow slower than the overall rate of growth projected for all occupations in the County.

Almost all employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: National Commercial Banks (SIC 6021), Hotels and Motels (SIC 7011), and Individual and Family Social Services (SIC 8322).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported many of their recent hires have completed their Associate's or Bachelor's Degree, while many have completed some college but received no degree. A few have completed high school or the equivalent.

Experience/Training: Many employers require 6-12 months of experience in the occupation, and many require 48-60 months, while a few require 24 months of experience. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as spreadsheet, word processing, and database. Some employers responding to the survey reported they seek computer skills such as desk top publishing. Some others require such skills as computer programming, report development, and e-mail. Typing and manual posting skills are becoming obsolete.

Although not reported by local employers, important job skills noted by employ-

ers in other parts of the state include the following: ability to plan and organize the work of others and work independently; budget and cost analysis, report writing, and verbal presentation skills.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Operation Officer, Director of Operations, General Manager, Executive Vice President, and Senior Vice President.

Available Training

Cerro Coso Community College, Porterville College, Santa Barbara Business College, and Bakersfield College offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$6.00 to \$21.58 per hour with a median of \$11.17. For new hires with experience, the range is \$8.52 to \$23.97 per hour with a median of \$13.43. Workers with three years experience at the same firm may expect earnings ranging from \$10.93 to \$26.37 per hour with median earnings of \$19.10.

Fringe benefits offered to full time employees by almost all employers include medical insurance, dental insurance, life insurance, paid sick leave, and a retirement plan, while most offer vision insurance, and a few offer child care.

Workers in this occupation work an average of 43 hours per week in full time positions.

Union members may earn more than nonunion members.

GARDENERS AND GROUNDSKEEPERS

Description of Occupation

The following definition was used in the survey: Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. The definition did not include Groundskeepers who disseminate information to the public.

Alternate titles in use include Maintenance Worker-Park. Related occupations not included in the survey are Pruner, Sprayer, Lawn Maintenance Worker, and Landscape Gardeners.

This occupation has been assigned OES code 790300. Additional information about the occupation may be found in California Occupational Guide No. 320.

Occupational Employment Levels in the Survey Area

This occupation is classified as large with employment projected as average relative to the overall rate of growth projected for all occupations in the County.

Almost all employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Membership Sports and Recreation Clubs (SIC 7997), Funeral Service and Crematories (SIC 7261), Elementary and Secondary Schools (SIC 8211), and Hotels and Motels (SIC 7011).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent, while some have not completed high school.

Experience/Training: Almost all employers require 6-12 months of experience in the occupation. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as computer skills and operation of landscape equipment skills.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: knowledge of gardening tools, pesticides, and herbicides; lawn and garden care, sprinkler installation and repair, and public contact skills; and the ability to lift at least 70 pounds repeatedly.

Promotions

Almost all employers offer promotions from this position to a higher level position. These positions may include: Foreman, Lead Groundskeeper, Merit, Irrigation Supervisor, Park Tree Maintenance II and III, and Grounds Equipment Lead Operator.

Available Training

Bakersfield College, GAIN-Greater Avenues for Independence, Kern County Regional Occupational Center, and West Side Regional Occupational Center offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.75 to \$13.69 per hour with a median of \$6.50. For new hires with experience, the range is \$5.50 to \$15.68 per hour with a median of \$7.00. Workers with three years experience at the same firm may expect earnings ranging from \$5.50 to \$18.84 per hour with median earnings of \$8.00.

Fringe benefits offered to full time employees by most employers include medical insurance, dental insurance, paid vacation, paid sick leave, and a retirement plan, while some offer vision insurance. Some employers offer part time employees some of these benefits.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 33 hours per week.

Union members may earn more than nonunion members.

LAUNDRY AND DRY CLEANING MACHINE OPERATORS AND TENDERS

Description of Occupation

The following definition was used in the survey: Laundry and Dry Cleaning Machine Operators and Tenders operate or tend washing or dry cleaning machines to clean or dryclean commercial, industrial, or household articles, such as suede, leather, and cloth garments, furs, blankets, draperies, fine linens, rugs, and carpets.

Alternate titles in use include Laundry Attendant, Production Worker, and Dry Cleaner. Related occupations not included in the survey include Pressing Machine Operators.

This occupation has been assigned OES code 927260. Additional information about the occupation may be found in California Occupational Guide No. 444.

Occupational Employment Levels in the Survey Area

This occupation is classified as small with employment projected to grow much faster than the overall rate of growth projected for all occupations in the County.

Almost all employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Dry Cleaning Plants, Except Rug Cleaning (SIC 7216), Industrial Launderers (SIC 7218), Hotels and Motels (SIC 7011), and Linen Supply (SIC 7213).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent, while some have not completed high school.

Experience/Training: Most employers require 12-24 months of experience in the occupation, while some require 6 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as organization of time and other organizational skills. All employers responding to the survey reported they seek knowledge of various computer skills.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to operate commercial dry

cleaning machines, stand continuously for 2 or more hours, and work independently.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Desk Clerk, Laundry Manager, Housekeeper Supervisor, Head Housekeeper, and Manager.

Available Training

Our research indicates there is no training available for this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.25 to \$6.25 per hour with a median of \$4.75. For new hires with experience, the range is \$4.75 to \$7.00 per hour with a median of \$5.00. Workers with three years experience at the same firm may expect earnings ranging from \$4.75 to \$9.35 per hour with median earnings of \$6.00.

Fringe benefits offered to full time employees by almost all employers include paid vacation, while most employers offer medical insurance and dental insurance. Some employers also offer life insurance, paid sick leave, a retirement plan, and vision insurance. A few offer child care.

Workers in this occupation work an average of 39 hours per week in full time positions. Part time employees work an average of 15 hours per week.

MEDICAL ASSISTANTS

Description of Occupation

The following definition was used in the survey: Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of the physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Alternate titles in use include Medical Technical Assistants, Doctors Assistants, Chiropractic Assistants, and Back Office Assistants. Related occupations not included in the survey are Dental Assistants, Nurses Aides, Psychiatric Aides, and Physical and Occupational Therapist Assistants.

This occupation has been assigned OES code 660050. Additional information about the occupation may be found in California Occupational Guide No. 513.

Occupational Employment Levels in the Survey Area

This occupation is classified as medium with employment projected to grow faster than the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will grow over the next three years. Some others expect it to remain stable.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Offices and Clinics of Doctors of Medicine (SIC 8011), Offices and Clinics of Doctors of Chiropractors (SIC 8041), and Offices and Clinics of Health Practitioners, Not Elsewhere Classified (SIC 8049).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed high school or the equivalent, while some have completed some college, but received no degree. A few have completed their Associate's Degree.

Experience/Training: Most employers require 12 months of experience in the occupation, while a few require 6 months. Most employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as Internet proficiency and knowledge of HMO insurance plans . Most employers responding to the survey reported they seek computer skills such as word processing. Some others require knowledge of spreadsheet and database.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: knowledge of sterilization techniques and medical terminology; possession of a Medical Assistant Certificate; ability to administer injections, transcribe medical records and reports and handle crisis situations; and blood drawing and oral communication skills.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Senior Medical Assistant, Senior Medical Technical Assistant, Lab Technician, and Administrative Assistant.

Available Training

GAIN-Greater Avenues for Independence, Kern Regional Occupational Center, MAOF-Mexican American Opportunity Foundation, Santa Barbara Business College and San Joaquin Valley College offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$5.00 to \$15.87 per hour with a median of \$6.58. For new hires with experience, the range is \$5.75 to \$18.16 per hour with a median of \$8.50. Workers with three years experience at the same firm may expect earnings ranging from \$7.00 to \$22.07 per hour with median earnings of \$11.00.

Fringe benefits offered to full time employees by most employers include medical insurance, dental insurance, life insurance, paid vacation, paid sick leave, and a retirement plan. Some employers also offer part time employees paid vacation and paid sick leave.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 26 hours per week.

Union members may earn more than nonunion members.

PHARMACISTS

Description of Occupation

The following definition was used in the survey: Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

Alternate titles in use include Staff Pharmacist, and Chief Pharmacist. Related occupations not included in the survey are Pharmacy Technician and Dispensing Optician.

This occupation has been assigned OES code 325170. Additional information about the occupation may be found in California Occupational Guide No. 159.

Occupational Employment Levels in the Survey Area

This occupation is classified as small with employment projected to grow much faster than the overall rate of growth projected for all occupations in the County.

Many employers surveyed indicate that employment in this occupation will remain stable over the next three years. Many others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Drug Stores and Propriety Stores (SIC 5912), General Medical and Surgical Hospitals (SIC 8062), and Offices and Clinics of Doctors of Medicine (SIC 8011).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported many of their recent hires have completed their Bachelor's Degree, while many have completed their graduate studies.

Experience/Training: Almost all employers require 12 months of experience in the occupation, while some require 8-11 months. Most employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as knowledge of various computer skills. Most employers responding to the survey reported they seek computer skills such as spreadsheet, word processing and database. Some others require skills such as judgement, communication, and clinical consultation skills.

Although not reported by local employers, important job skills noted by employ-

ers in other parts of the state include the following: knowledge of disease processes and over-the-counter medications; ability to perform precision work; and oral communication skills.

Promotions

Most employers offer promotions from this position to a higher level position. These positions may include: Pharmacy Supervisor and Pharmacy Manager.

Available Training

Our research indicates that training is not offered specifically for this occupation, but higher education in the sciences is available through California State University Bakersfield, Bakersfield College, Cerro Coso Community College, Taft College, and Porterville College.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$22.50 to \$38.36 per hour with a median of \$35.65. For new hires with experience, the range is \$27.00 to \$40.76 per hour with a median of \$35.65. Workers with three years experience at the same firm may expect earnings ranging from \$30.12 to \$45.55 per hour with median earnings of \$36.45.

Fringe benefits offered to full time employees by almost all employers include medical insurance, dental insurance, life insurance, paid sick leave, paid vacation and retirement plan, while most offer vision insurance. Some included child care. Some of the employers also offered these benefits to part time employees.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 18 hours per week.

ROUSTABOUTS

Description of Occupation

The following definition was used in the survey: Roustabouts perform tasks necessary to assemble or repair oil field equipment using hand tools and power tools. They perform other related tasks as needed.

Alternate titles in use include Well Puller, Reliability Specialist, and Fieldman. Related occupations not included in the survey are Service Unit Operators, Rotary Drillers, Fishing Tool Technicians, and Equipment Repairers.

This occupation has been assigned OES code 879210.

Occupational Employment Levels in the Survey Area

This occupation is classified as large with employment projected to decline slowly as compared to the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Crude Petroleum and Natural Gas (SIC 1311) and Oil and Gas Field Services, Not Elsewhere Classified (SIC 1389).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported all of their recent hires have completed high school or the equivalent.

Experience/Training: Most employers require 3-8 months of experience in the occupation, while many require 12-20 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as reading, writing, math, and team work. Almost all employers responding to the survey reported they seek computer skills such as spreadsheet and database. Some others require word processing skills.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: knowledge of oil well drilling equipment; ability to use hand and power tools, do strenuous and physically demanding work,

and climb to high places.

Promotions

Almost all employers offer promotions from this position to a higher level position. These positions include: Technician, Equipment Officer, Operations Supervisor, and Head Operator.

Available Training

West Side Educational Services Training and Education Center offers a training program for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$5.75 to \$14.33 per hour with a median of \$9.00. For new hires with experience, the range is \$5.75 to \$16.88 per hour with a median of \$13.00. Workers with three years experience at the same firm may expect earnings ranging from \$11.00 to \$17.30 per hour with median earnings of \$15.00.

Fringe benefits offered to full time employees by almost all employers include medical insurance, dental insurance, and paid vacation. Most employers also offer life insurance, paid sick leave, and a retirement plan, while some employers offered vision insurance.

Workers in this occupation work an average of 40 hours per week in full time positions. Temporary and on-call positions work an average of 24 hours per week.

Union members may earn more than nonunion members.

SHEET METAL WORKERS

Description of Occupation

The following definition was used in the survey: Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal, shaping metal over anvils, blocks, or forms using a hammer, operating soldering and welding equipment to join sheet metal parts, and inspecting, assembling, and smoothing seams and joints of burred surfaces.

Alternate titles in use include Installers and Fabricators. Related occupations not included in the survey are Engravers, Metal Workers, and Pattern and Model Makers.

This occupation has been assigned OES code 891320. Additional information about the occupation may be found in California Occupational Guide No. 49.

Occupational Employment Levels in the Survey Area

This occupation is classified as small with employment growth projected as average relative to the overall rate of growth for all occupations in the County.

Almost all employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Plumbing, Heating, and Air Conditioning (SIC 1711), Sheet Metal Work (SIC 3444), and Aircraft (SIC 3721).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent, while none have their college degree.

Experience/Training: Some employers require 6-24 months of experience in the occupation, while some require 24-64 months. Some employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as automated equipment, computer layout machine, and computer calculations.

Although not reported by local employers, important job skills noted by employ-

ers in other parts of the state include the following: knowledge of geometry and trigonometry; mechanical drawing skills; possession of agility and coordination; aptitude and willingness to work with close supervision.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Service Technician, Installation Coordinator, Estimator, Job Foreman, and Shop Supervisor.

Available Training

Our research indicates there is no training available for this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$5.25 to \$12.00 per hour with a median of \$6.50. For new hires with experience, the range is \$7.00 to \$21.58 per hour with a median of \$10.25. Workers with three years experience at the same firm may expect earnings ranging from \$10.00 to \$27.33 per hour with median earnings of \$15.00.

Fringe benefits offered to full time employees by almost all employers include medical insurance, while most offer paid vacation, dental insurance, and life insurance. Many offer vision insurance and a retirement plan. Some employers offer these benefits to part time employees.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 15 hours per week. Seasonal employees work an average of 40 hours per week.

SOCIAL WORKERS, EXCEPT MEDICAL AND PSYCHIATRIC

Description of Occupation

The following definition was used in the survey: Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. The definition included Community Organization Workers who plan, organize, and work with community groups to solve problems. The definition did not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

Alternate titles in use include Family Service Worker.

This occupation has been assigned OES code 273050. Additional information about the occupation may be found in California Occupational Guide No. 122.

Occupational Employment Levels in the Survey Area

This occupation is classified as medium with employment projected as average relative to the overall rate of growth projected for all occupations in the County.

Many employers surveyed indicate that employment in this occupation will remain stable over the next three years. Many others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Individual and Family Services (SIC 8322), Child Day Care Services (SIC 8351), Elementary and Secondary Schools (SIC 8211), Skilled Nursing Facilities (SIC 8051), and Social Services, Not Elsewhere Classified (SIC 8399).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported some of their recent hires have completed some college, but received no degree, while some have received their Associate's Degree. Most have completed their Bachelor's Degree or graduate studies.

Experience/Training: Almost all employers require 12 months of experience in the occupation, while some require 24 months. Most employers accept training as a substitute for experience.

Other Skills and Requirements: Many employers responding to the survey reported they seek computer skills such as word processing, spreadsheet and database.

Although not reported by local employers, important job skills noted by employ-

ers in other parts of the state include the following: knowledge of family social work; understanding of a variety of cultures; ability to interview others for information and handle a crisis situation; and oral communication skills.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Coordinator, Lead Social Worker, and Masters Level Positions.

Available Training

Our research indicates that training is not offered specifically for this occupation, but higher education in the social sciences is offered by California State University Bakersfield, Bakersfield College, Cerro Coso Community College, Taft College, and Porterville College.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$6.63 to \$10.62 per hour with a median of \$8.38. For new hires with experience, the range is \$7.50 to \$22.54 per hour with a median of \$9.25. Workers with three years experience at the same firm may expect earnings ranging from \$8.77 to \$26.37 per hour with median earnings of \$10.50.

Fringe benefits offered to full time employees by almost all employers include medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, and a retirement plan, while most offer paid vacation and some include child care.

Workers in this occupation work an average of 40 hours per week in full time positions. Seasonal employees work an average of 40 hours per week.

Union members may earn more than nonunion members.

SPECIAL EDUCATION TEACHERS

Description of Occupation

The following definition was used in the survey: Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. The definition included teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Alternate titles in use include Resource Specialist-Special Day Class. Related occupations not included in the survey are Teachers-Secondary School and Vocational Teachers.

This occupation has been assigned OES code 313110. Additional information about the occupation may be found in California Occupational Guide No. 110.

Occupational Employment Levels in the Survey Area

This occupation is classified as large with employment projected to grow much faster than the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Elementary and Secondary Schools (SIC 8211).

Demand/Supply Assessment

Employers responding to the survey reported much difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed their Associate's or Bachelor's Degree, while many others have completed their graduate studies.

Experience/Training: Some employers require 12 months of experience in the occupation, while some require 20-36 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as knowledge of education law and technological advances. Some employers responding to the survey reported they seek advanced computer skills.

Although not reported by local employers, important job skills noted by employ-

ers in other parts of the state include the following: ability to handle a crisis situation and maintain classroom discipline; and classroom management and oral communication skills.

Promotions

Almost all employers offer promotions from this position to a higher level position. These positions may include: Specialist and Administrative Positions.

Available Training

Our research indicates that training is not offered specifically for this occupation, but higher education in this field is offered by California State University Bakersfield, Bakersfield College, Cerro Coso Community College, Taft College, and Porterville College.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$13.43 to \$16.54 per hour with a median of \$14.39. For new hires with experience, the range is \$14.38 to \$17.74 per hour with a median of \$15.81. Workers with three years experience at the same firm may expect earnings ranging from \$15.82 to \$19.09 per hour with median earnings of \$17.11.

Fringe benefits offered to full time employees by almost all employers include medical insurance, dental insurance, vision insurance, and a retirement plan. Most provide life insurance, paid sick leave, and some offer paid vacation. Some employers also offer part time employees some of these benefits.

Workers in this occupation work an average of 39 hours per week in full time positions. Part time employees work an average of 17 hours per week.

TIRE REPAIRERS AND CHANGERS

Description of Occupation

The following definition was used in the survey: Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes.

Alternate titles in use include Tire Installers, Tire Servicemen, Tire Technician, and Tire Mechanics. Related occupations not included in the survey are Bicycle Repairers, Gear Repairers, and Mechanics.

This occupation has been assigned OES code 859530.

Occupational Employment Levels in the Survey Area

This occupation is classified as small with employment projected to grow slower than the overall rate of growth projected for all occupations in the County.

Most employers surveyed indicate that employment in this occupation will grow over the next three years. Some others expect it to remain stable.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Auto and Home Supply Stores (SIC 5531), Gasoline Service Stations (SIC 5541), Tires and Tubes (SIC 5014), and Tire Retreading and Repair Shops (SIC 7534).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed high school or the equivalent, while few have not completed high school.

Experience/Training: Some employers require 3-12 months of experience in the occupation, while a few require 24 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Most employers responding to the survey reported they seek computer skills such as database.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to lift at least 100 pounds, perform basic mathematical computations, and use hand tools; operate hydraulic machinery and equipment; use a computer terminal; balance tires; tire changing and repairing

skills; possession of mechanical aptitude and a valid driver's license; and knowledge of sales techniques and cost estimating.

Promotions

Most employers offer promotions from this position to a higher level position. These positions may include: Basic Mechanic, Tire Service Technician, Service Person, Foreman, and Service Manager.

Available Training

Our research indicates that no training is available for this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.75 to \$9.00 per hour with a median of \$6.00. For new hires with experience, the range is \$4.75 to \$13.00 per hour with a median of \$6.75. Workers with three years experience at the same firm may expect earnings ranging from \$5.00 to \$13.00 per hour with median earnings of \$8.00.

Fringe benefits offered to full time employees by most employers include medical insurance and paid vacation, while some offer life insurance, and many offer dental insurance, a retirement plan, vision insurance, and paid sick leave. A few offer child care.

Workers in this occupation work an average of 41 hours per week in full time positions. Part time employees work an average of 30 hours per week. Temporary /on call employees work an average of 15 hours per week, and seasonal employees work an average of 40 hours per week.

COMBINED FOOD PREPARATION AND SERVICE WORKERS

Description of Occupation

The following definition was used in the survey: Combined Food Preparation and Service Workers do both food preparation and food service. The definition did not include workers who spend more than 80 percent of their time in only one of these two areas.

Alternate titles in use include: Crew Person and Server. Related occupations not included in the survey are Caterers, Fast Food Workers and Food Order Expediter.

This occupation has been assigned OES code 650410.

Occupational Employment Levels in the Survey Area

This occupation is classified as very large with employment growth projected as average relative to the overall rate of growth projected for all occupations in the Counties.

Almost all employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Eating Places (SIC 5812), Grocery Stores (SIC 5411), and Hotels and Motels (SIC 7011).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported almost all of their recent hires have completed high school or the equivalent, while some have not completed high school. Some others have completed some college, but received no degree.

Experience/Training: Many employers require 6 months of experience in the occupation, while some require 3 months. Some others require 12 months experience. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as English speaking skills. All employers responding to the survey reported they seek various computer skills.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to work rapidly; stand con-

tinuously for 2 or more hours and lift at least 30 pounds repeatedly; food preparation and short-order cooking skills.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Management, Assistant Manager, Supervisor, and Shift Supervisor.

Available Training

Our research indicates there is no training available for this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.70 to \$6.50 per hour with a median of \$4.75. For new hires with experience, the range is \$4.75 to \$7.50 per hour with a median of \$5.13. Workers with three years experience at the same firm may expect earnings ranging from \$4.75 to \$10.00 per hour with median earnings of \$6.00.

Fringe benefits offered to full time employees by almost all employers include medical insurance and paid vacation. Many employers also offer dental insurance, vision insurance, life insurance, and paid sick leave. Fringe benefits offered to part time employees by some employers include medical insurance, paid sick leave, and paid vacation.

Workers in this occupation work an average of 38 hours per week in full time positions. Part time employees work an average of 22 hours per week.

PARTS SALESPERSONS

Description of Occupation

The following definition was used in the survey: Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. The definition did not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

Alternate titles in use include Counter Salesperson, Inside Sales, and Parts Counter Salesperson. Related occupations not included in the survey are Vehicle Salespersons, Salespersons-Retail (Non-Vehicle), Counter and Rental Clerks, Stock Clerks and Cashiers.

This occupation has been assigned OES code 490140.

Occupational Employment Levels in the Survey Area

This occupation is classified as medium with employment growth projected as average relative to the overall rate of growth for all occupations in the Counties.

Most employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Motor Vehicles, New and Used (SIC 5511), Hardware Stores (SIC 5251), General Automotive Repair Shops (SIC 7538), Auto and Home Supply Stores (SIC 5531), and Industrial Supplies (SIC 5085).

Demand/Supply Assessment

Employers responding to the survey reported much difficulty finding experienced workers and much difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed high school or the equivalent, while some have completed some college but received no degree.

Experience/Training: Most employers require 24 months of experience in the occupation, while some require 12 months. Most employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as computer skills. Most employers responding to the survey reported they seek computer skills such as database. Printed parts catalogue skills may be becoming obsolete.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to apply sales techniques, lift 50 pounds effectively, and read and follow instructions; willingness to work under close supervision; possession of mechanical aptitude, basic math and cash handling skills.

Promotions

Some employers offer promotions from this position to a higher level position. These positions include: Sales/Line Technicians.

Available Training

Our research indicates there is no training available for this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$5.00 to \$8.00 per hour with a median of \$5.75. For new hires with experience, the range is \$6.00 to \$10.00 per hour with a median of \$8.00. Workers with three years experience at the same firm may expect earnings ranging from \$7.00 to \$15.00 per hour with median earnings of \$10.93.

Fringe benefits offered to full time employees by almost all employers include paid vacation. Most offer medical insurance and some offer vision insurance, life insurance, paid sick leave, and a retirement plan, while none offer dental insurance or child care.

Workers in this occupation work an average of 40 hours per week in full time positions.

SECRETARIES

Description of Occupation

The following definition was used in the survey: Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. The definition did not include Medical and Legal Secretaries.

Alternate titles in use include Administrative Assistant. Related occupations not included in the survey are Receptionists and Information Clerks.

This occupation has been assigned OES code 551080. Additional information about the occupation may be found in California Occupational Guide No. 128.

Occupational Employment Levels in the Survey Area

This occupation is classified as very large with employment projected to slowly decline as compared to the overall rate of growth projected for all occupations in the Counties.

Most employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Executive Offices (SIC 9111), General Government, Not Elsewhere Classified (SIC 9199), Hotels and Motels (SIC 7011), and Employment Agencies (SIC 7361).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and some difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed high school or the equivalent, while many have completed some college, but received no degree. Some have completed their Associate's Degree.

Experience/Training: Most employers require 9-18 months of experience in the occupation, while many require 24-60 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Many employers responding to the survey reported they seek knowledge of updated computer skills. Some others require excellent

writing skills. Dictation and shorthand skills are becoming obsolete.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to maintain an appointment calendar, operate a transcribing machine, type at least 60 words per minute and take dictation at 100 words per minute; and telephone answering and oral communication skills.

Promotions

Some employers offer promotions from this position to a higher level position. These positions may include: Office Manager.

Available Training

Bakersfield College, Career Development Center, Cerro Coso Community College, GAIN-Greater Avenues for Independence, Kern High School District-JTPA Services, Kern County Regional Occupational Program, Kern Regional Occupational Center, McFarland Unified School District, MAOF-Mexican American Opportunity Foundation, North Kern Vocational Training Center, San Joaquin Valley College, and Taft College offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.75 to \$9.03 per hour with a median of \$7.00. For new hires with experience, the range is \$6.00 to \$10.00 per hour with a median of \$8.00. Workers with three years experience at the same firm may expect earnings ranging from \$8.00 to \$12.00 per hour with median earnings of \$9.25.

Fringe benefits offered to full time employees by most employers include medical insurance, paid sick leave, paid vacation, and a retirement plan. Some others offer dental insurance, vision insurance, life insurance, and child care. Some employers also offer part time employees paid vacation, paid sick leave, and a retirement plan.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 20 hours per week. Seasonal employees work an average of 40 hours per week.

FIRST LINE CLERICAL MANAGER/SUPERVISOR

Description of Occupation

The following definition was used in the survey: First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

Alternate titles in use include Office Manager. Related occupations not included in the survey are New Account Clerks and Adjustment Clerks.

This occupation has been assigned OES code 510020.

Occupational Employment Levels in the Survey Area

This occupation is classified as very large with employment growth projected as average relative to the overall rate of growth projected for all occupations in the Counties.

Almost all employers surveyed indicate that employment in this occupation will remain stable over the next three years. Some others expect growth.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Social Services (SIC 8399), Insurance Agencies (SIC 6411), Business Associations (SIC 8611), Water Supply (SIC 4941), Courier Services, Except By Mail (SIC 4215), and Hotels and Motels (SIC 7011).

Demand/Supply Assessment

Employers responding to the survey reported little difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported many of their recent hires have completed high school or the equivalent, while many others have completed their Associate's Degree, or some college, but received no degree. Some others have completed their Bachelor's Degree.

Experience/Training: Most employers require 3-12 months of experience in the occupation, while some require 24-60 months. Many employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills

such as quality computer skills, human relations skills, and marketing skills. Some others require people skills. Short hand and task oriented skills are becoming obsolete.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: ability to plan and organize the work of others and work independently; and oral communication skills.

Promotions

Many employers offer promotions from this position to a higher level position. These positions may include: Account Technician, Executive Director, and Upper Management Positions.

Available Training

Cerro Coso Community College, Porterville College and Santa Barbara Business College offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$4.75 to \$14.73 per hour with a median of \$7.50. For new hires with experience, the range is \$5.50 to \$21.58 per hour with a median of \$9.75. Workers with three years experience at the same firm may expect earnings ranging from \$6.50 to \$23.97 per hour with median earnings of \$10.80.

Fringe benefits offered to full time employees by most employers include paid vacation and paid sick leave. Some employers also offer medical insurance, dental insurance, vision insurance, life insurance and a retirement plan.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 25 hours per week.

TYPISTS, INCLUDING WORD PROCESSING

Description of Occupation

The following definition was used in the survey: Typists, Including Word Processing, type letters, reports, stencils, forms, addresses, or other straight copy material from rough draft, corrected copy, or voice recording, and may perform other clerical duties as assigned. Typists, Including Word Processing, may use typewriters or word processing equipment. The definition did not include Key punchers, Secretaries or Stenographers.

Alternate titles in use include Clerical Assistant, Office Assistant, and Office Automation Clerk. Related occupations not included in the survey are Stenographer, Legal Secretary, Medical Secretary, or General Office Clerk.

This occupation has been assigned OES code 553070. Additional information about the occupation may be found in California Occupational Guide No. 20.

Occupational Employment Levels in the Survey Area

This occupation is classified as very large with employment projected to decline slowly compared to the overall rate of growth projected for all occupations in the Counties.

Most employers surveyed indicate that employment in this occupation will grow over the next three years. Many others expect it to remain stable.

Major Industries and Geographic Distribution of Employers

Primary sources of employment may be found in the following major industries: Elementary Schools (SIC 8211), Individual and Family Social Services (SIC 8322), Offices and Clinics of Dentists (SIC 8021), Offices and Clinics of Doctors of Medicine (SIC 8011), and Business Associations (SIC 8611).

Demand/Supply Assessment

Employers responding to the survey reported some difficulty finding experienced workers and little difficulty finding inexperienced workers who meet their hiring standards.

Qualifications for Employment

Education: Employers reported most of their recent hires have completed high school or the equivalent, while some have completed some college, but received no degree. Some have received their Associate's or Bachelor's Degree.

Experience/Training: Most employers require 6-12 months of experience in the occupation, while many require 18-24 months. Some employers accept training as a substitute for experience.

Other Skills and Requirements: Employers reported emerging needs for skills such as increased computer skills. Almost all employers responding to the survey reported they seek computer skills such as word processing. Many others require spreadsheet, while some require desk top publishing and database. Manual skills such as typewriter, dittos and mimeograph are becoming obsolete.

Although not reported by local employers, important job skills noted by employers in other parts of the state include the following: English grammar, spelling, punctuation, bookkeeping, and proofreading skills; and the ability to type 60 words per minute and perform detailed clerical work.

Promotions

Almost all employers offer promotions from this position to a higher level position. These positions may include: Permanent Positions or any Qualifying Position.

Available Training

Bakersfield College, Cerro Coso Community College, GAIN-Greater Avenues for Independence, Kern High School District JTPA Services Division, Kern County Regional Occupational Center, McFarland Unified School District, and MAOF-Mexican American Opportunity Foundation offer training programs for those interested in pursuing a career in this occupation.

Wages and Fringe Benefits

Wages for new hires with no experience range from \$5.00 to \$11.60 per hour with a median of \$8.25. For new hires with experience, the range is \$5.00 to \$16.78 per hour with a median of \$8.37. Workers with three years experience at the same firm may expect earnings ranging from \$5.00 to \$16.78 per hour with median earnings of \$9.10.

Fringe benefits offered to full time employees by most employers include medical insurance, dental insurance, life insurance, paid vacation, paid sick leave, and a retirement plan, while some offer child care. Most employers also offer part time employees paid sick leave and paid vacation, while many offer medical insurance, dental insurance, vision insurance and life insurance, and some offer a retirement plan, and none offer child care.

Workers in this occupation work an average of 40 hours per week in full time positions. Part time employees work an average of 26 hours per week. Temporary/on call employees work an average of 24 hours per week, and seasonal employees work an average of 40 hours per week.

SAMPLING AND RESEARCH METHODS

Introduction

This document was produced through the cooperative efforts of Kern County's Employers Training Resource (ETR) and the State of California Employment Development Department (EDD). It is part of a statewide program initiated by EDD in 1986 to determine the occupational needs of employers and to match these needs with the skills of local job seekers. This particular study was conducted throughout Kern, Inyo, and Mono Counties and represents the opportunity for Kern County's ETR to participate in the annual labor market information program.

Although much of the research is conducted at the local level, the Employment Development Department's Labor Market Information Division (LMID) and its California Cooperative Occupational Information System (CCOIS) group play an active role in all phases, maintaining responsibility for providing employer samples, computer software, technical assistance and guidance. The study incorporates research methods designed to produce reliable data that is evaluated and distributed to benefit community members in a variety of ways. Those involved in the following activities may find the results of this local occupational study valuable:

- Career Counseling
- Vocational Program Planning
- Curriculum Design
- Placement and Job Development
- Program Marketing
- Economic Development
- Wage Data Analysis

This year, the local partner -Kern County's ETR- studied twenty-one different occupations, sixteen in Kern County and five in Inyo/Mono Counties. The procedure for occupational selection, as well as the criteria used by the EDD for sample selection, is outlined below.

Selection of Occupations and Questionnaire Development

The selection of occupations was accomplished through a three phase process: initial screening of possible occupations based on Occupational Forecast Tables supplied by LMID; consideration of suggestions given at a local meeting by community members of Kern, Inyo, and Mono Counties; and final evaluation of all occupations that were consistent with criteria in order to generate a final list of occupations to be surveyed.

The criteria provided by LMID for selection of occupations to be considered as candidates for full surveys were as follows:

- Occupations chosen must require training for entry.
- At least 50 percent of the selected occupations should typically require two years or less

of training or classes.

- They must be defined by the Occupational Employment Statistics (OES) classification system.
- At least 20 percent should be blue collar jobs.
- They should represent entry level positions with the potential for upward mobility.
- They should constitute at least one tenth of one percent of wage and salary employment in the contract area.

The following criteria were suggested for occupations in this particular survey:

- Priority should be given to occupations having a greater number of employees in the local job market.
- Those requiring more than two years or less than one month of job preparation should be eliminated.
- Occupations within an OES grouping should be limited to five.
- Occupations with the same first two digits in the OES number should be limited to two.
- Within each OES grouping, priority should be given to occupations with higher wages and perceived job stability.
- Those regularly paid commission or piece rates should be eliminated.

The final list of occupations for Kern County includes:

Adjustment Clerks
Billing, Cost, and Rate Clerks
Cashiers
Concrete and Terrazzo Finishers
Drivers/Sales Workers
Financial Managers
Gardeners, Groundskeepers-Except Farm
Laundry and Dry Cleaning Machine Operators
Lunchroom, Coffee Shop, or Cafeteria Counter Attendants
Medical Assistants
Pharmacists
Roustabouts
Sheet Metal Workers
Social Workers-Except Medical and Psychiatric
Special Education Teachers
Tire Repairers and Changers

The final list of occupations for Inyo and Mono Counties include:

Combined Food Preparation and Service Workers
First Line Clerical Manager/Supervisors
Parts Salespersons
Secretaries
Typists-Including Word Processors

LMID developed the basic questionnaires used for each occupation.

Survey Procedures

Employer samples for each occupation were generated by LMID using a database derived from employer tax records. Samples drawn were based on the expected distribution of occupations in given industries. After obtaining the state-generated samples that included active and inactive employers for each occupations, phone numbers were located using a local directory. All employers in each sample were contacted to verify firm names and addresses; to acquire names and titles of contact personnel; and to verify the existence of the occupation at the firm. The employer master file -part of the project software provided by LMID- was subsequently updated. At this time, if a firm did not employ a specified occupation, if the firm was no longer in business, or if for some other reason the firm could not be included in the survey, employers were then replaced with an alternate from the inactive pool and given an active status. If the inactive list for an occupation was depleted, the active list was augmented with potential employers found in local directories.

After sample clean-up, the questionnaires were mailed. Follow-up letters were sent to employers who did not respond to the initial mail-out. If further contact was needed, employers were telephoned.

As samples for all occupations were completed, the questionnaires were reviewed and coded locally. Responses were input into a database, and all accumulated data was sent to LMID. This data was tabulated, analyzed, and organized into final occupational summaries that are included in this document. The information in the summaries includes training and hiring requirements, occupation size, employment trends, and wage and fringe benefit information.

It should be noted that additional occupational information was garnered from sources other than employers. Local unions, employment agencies, trade schools, licensing agencies, and training providers were contacted for input.

In addition to gathering information from local employers, training agencies were also surveyed to obtain additional occupational information. Some of the information gathered included the expected number of individuals who complete the training program and training supply data which is the number of people in the training/per-employment pipeline. Each occupational summary lists agencies providing training. Employer's Training Resource is not responsible for the accuracy of the data provided by the agencies or the absence of data not provided. Additional information can be obtained by consulting the Kern, Inyo, and Mono Counties Vocational Training Directory or the respective agency.

Please see the section titled "Terms Used in Occupational Summaries" for more information on methods used to analyze data for this report.

TERMS USED IN OCCUPATIONAL SUMMARIES

Information gathered in the course of the Kern/Inyo/Mono Counties Labor Market Information Program is presented in the Occupational Summaries. The sections within each of the summaries, including definitions of terms used, are described briefly below.

Description of Occupation

Occupations are arranged alphabetically by their Occupational Employment Statistics (OES) title, a classification system developed by the Bureau of Labor Statistics. Titles and definitions of occupations are based on the OES dictionary. OES is a broader classification system than the more prevalent Dictionary of Occupational Titles (DOT). Thus, each OES code may include several, more detailed, DOT titles. Cross-referencing is available for the DOT and other common taxonomies in use by educational providers. The description of the occupation includes the following:

- The definition, which is as the occupation was defined in the questionnaire;
- Alternate titles, which include those commonly used by respondents; and
- Related occupations not included, which are listed to clarify survey results and to identify other occupations which may require similar training or provide promotional opportunities.

The OES code for each occupation is also listed, and the California Occupational Guide for the occupation is referenced. These guides, published by the Employment Development Department, provide specific information for a wide variety of occupations. Each guide describes: job duties; working conditions; employment outlook; wages, hours and fringe benefits; training requirements for job entry; opportunities for advancement; and methods of recruitment. These guides include data on a statewide basis and are available upon written request to LMID.

Occupational Employment Levels in the Survey Area

The approximate number employed in each occupation is obtained from the Occupational Forecast Tables provided by LMID. Occupational size refers to the estimated number of workers in the specified county in a particular occupation for 1994. The following scale was used:

Term	Percent of Wage and Salary <u>Employment Total</u>	Kern Occupational <u>Size</u>	Inyo/Mono Occupational <u>Size</u>
Small	Less than .15	264 or less	18 or less
Medium	.16 but not including .30	265 to 520	19 to 36
Large	.31 but not including .65	521 to 1115	37 to 77
Very Large	.66 and above	1116 or more	78 or more

Growth rates for the years 1993-2000, as projected in the Occupational Forecast Tables, are described by their relationship to growth for all occupations in the survey area. For Kern County the rate is 12.8 percent and for Inyo/Mono Counties the rate is 5.6 percent.

Much faster than average	=	1.50 times average or more
Faster than average	=	1.10 to but not including 1.50 times average
Average	=	0.90 to but not including 1.10 times average
Slower than average	=	Less than 0.90 times average
No significant change	=	No growth projected (-1% to 1%)
Slow decline	=	Negative growth projected (-1% or less)

Employers were asked whether they expected their firm's employment within an occupation to grow, remain stable, or decline over the next three years. Intermediary sources (employment agencies, unions, trade schools, etc.) also contributed perspectives on impending decreases or increases in job opportunities for specified occupations. Note that employers perspectives may differ from the LMID projections.

Major Employing Industries

Major industries employing each occupation in the survey area listed with their corresponding Standard Industrial Classification (SIC) Code. The SIC system classifies establishments by the principal activities in which they are engaged and covers the entire field of industrial activities.

Supply/Demand Assessment

This section describes the condition of the job market relative to supply and demand using the following terms:

Great difficulty	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants to fill open positions.
Some difficulty	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Little difficulty	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

No difficulty

Supply of qualified applicants is considerably greater than demand, creating a very competitive job.

Qualifications for Employment

This section of the Occupational Summaries provides an overview of the type and amount of education most frequently possessed by recent hires and the type and amount of experience required. Also, an overview of whether or not it is difficult to find fully experienced and qualified applicants and whether or not training is an acceptable substitute for experience is provided. Other parts of this section of the Occupational Summaries include what type of computer software skills are required and the type of skills that are important to surveyed employers. Important job skills are also noted by the CCOIS Statewide Database. Although not reported by local employers, the information is gathered from other parts of the state and provided by LMID. The Occupational Outlook Handbook, which is published by the Department of Labor, was also used to list important job skills.

When reference is made to almost all, most, many, some, and few, the guidelines below were applied:

Almost all- reflects more than 75% of survey respondents.

Most- reflects 51% up to and including 75% of survey respondents.

Many- reflects 35% up to and including 50% of survey respondents

Some- reflects 10% up to but not including 35% of survey respondents.

Few- reflects less than 10% of survey respondents.

Promotions

This section indicates whether or not employees are promoted to a higher position.

Wages and Fringe Benefits

This section gives wage information- salary range and median- for each occupation based on employer surveys. Wage data categories have standard definitions, enabling salary comparisons across occupations. Wages are given as the average paid by each employer and do not necessarily represent the lowest or the highest. The median represents the midpoint of the range of salaries reported with an equal number of higher and lower salaries. Surveyed employers were asked to refer to the definitions below:

New to firm, no experience-

Wages paid to persons trained in the occupation but with no experience.

New to firm, with experience-

Wage paid to journey-level or experienced persons just starting at the firm.

Experienced, three years with firm-

Wages generally paid to persons with more than three years of journey-level experience at the firm.

Also included are data regarding fringe benefits and shift work when applicable.

PREVIOUSLY SURVEYED OCCUPATIONS

Listed below are occupations which have been previously surveyed for Kern, Inyo, and Mono Counties. These reports were published as part of the Occupations for the Nineties Report 1990, and 1991 Editions, and Occupational Outlook Report 1992, 1993, 1994, and 1995 Editions. Copies of occupational summaries are available through Employers' Training Resource.

KERN COUNTY

1990

Auto Mechanics	OES 853020
Bookkeeping, Accounting, and Auditing Clerks	OES 490230
Cashiers	OES 490230
Correction Officers, Jailers	OES 630170
Data Processing Equipment Repairers	OES 857050
General Office Clerks	OES 553470
Guards, Watch Guards	OES 630470
Home Health Care Workers	OES 660110
Maintenance Repairers, General Utility	OES 851320
Nursing Aides, Orderlies, and Attendants	OES 660080
Packaging and Filling Machine Operators	OES 929740
Roustabouts	OES 879210
Service Unit Operators	OES 879170
Stock Clerks-Stockroom, Warehouse or Storage Yard	OES 580230
Teacher Aides, Paraprofessional	OES 315210
Truck Drivers, Heavy	OES 971020

1990 LIMITED SURVEYS FOR KERN COUNTY

Computer Programmer Aides	OES 251080
Traffic, Shipping, and Receiving Clerks	OES 580280
Typists	OES 553080

1991

Aircraft Mechanics	OES 853230
Bus and Truck Mechanics	OES 853110
Child Care Workers	OES 680380
Computer Operators	OES 560110
Computer Programmers	OES 251050
Electrical and Electronic Engineering Technicians and Technologists	OES 225050
Food Preparation Workers	OES 650380
Gardeners and Groundskeepers-Except Farm	OES 790140
Grader, Dozer, and Scraper Operators	OES 979380

1996

Graders and Sorters-	
Agricultural Products	OES 790110
Hand Packers and Packagers	OES 989020
Machinists	OES 891080
Maids and Housekeeping Cleaners	OES 670020
Medical Assistants	OES 660050
Petroleum Technicians and Technologists	OES 245110
Sales Agents and Placers-Insurance	OES 430020
Salespersons-Parts	OES 490140
Secretaries, General	OES 551990
Tellers	OES 531020
Waiters and Waitresses	OES 650080
Welders and Cutters	OES 939140

1992

Accountants and Auditors	OES 211140
Automotive Body and Related Repairers	OES 853050
Bus Drivers	OES 971080
Carpenters	OES 871020
Combined Food Preparation and Service Workers	OES 650410
Dental Assistants	OES 660020
Dental Hygienists	OES 329080
Dispatchers-Except Police, Fire, and Ambulance	OES 580050
Drafters	OES 225140
Heating, Air Conditioning, and Refrigeration Mechanics and Installer	OES 859020
Janitors and Cleaners-Except Maids	OES 670050
Legal Secretaries	OES 551020
Licensed Vocational Nurses	OES 325050
Loan and Credit Clerks	OES 531210
Medical Secretaries	OES 551050
Nursery Workers	OES 790050
Office Machine and Cash Register Servicers	OES 859260
Radiologic Technologists-Diagnostic	OES 329210
Receptionists and Information Clerks	OES 553050
Stock Clerks-Sales Floor	OES 490210

1993

Bakers-Bread and Pastry	OES 650210
Bill and Account Clerks	OES 535080
Bus Drivers-School	OES 971110
Butchers and Meat Cutters	OES 650230
Counter and Rental Clerks	OES 490170
Electricians	OES 872020
Medical Records Technicians	OES 329110

Pest Controllers and Assistants	OES 670080
Pharmacy Technicians	OES 325180
Physical Therapists	OES 323080
Instrument Repairers-Precision	OES 859050
Registered Nurses	OES 325020
Inspectors, Testers, and Graders-Precision	OES 830020
Respiratory Care Practitioners	OES 323020
Restaurant Cooks	OES 650260
Systems Analysts-Electronic Data Processing	OES 251020
Teachers and Instructors-Vocational Educational and Training	OES 313140
Traffic, Shipping, and Receiving Clerks	OES 580280
Truck Driver, Light-Including Delivery and Route Workers	OES 971050

1994

Bookkeeping, Accounting, and Auditing Clerks- Including Bookkeepers	OES 553380
Burglar and Fire Alarm Installers and Repairers	OES 872020
Cooks-Short Order	OES 650350
Data Entry Keyers-Except Composing	OES 560170
Electrical and Electronic Engineers	OES 221260
File Clerks	OES 553210
Food Service Managers	OES 150261
Guards and Watch Guards	OES 630470
Host, Hostesses-Restaurant, Lounge, of Coffee Shop	OES 650020
Hotel Desk Clerk	OES 538080
Housekeeping Supervisors	OES 610080
Instructional Aides	OES 315211
Insurance Claims Clerks	OES 553110
Loan Officers and Counselors	OES 211080
Lodging Managers	OES 150262
Painters, Paperhangers-Construction and Maintenance	OES 874020
Paralegal Personnel	OES 283050
Plumbers, Pipefitters, and Steamfitters	OES 875020
Truck Drivers-Heavy or Tractor Trailer	OES 971020

1995

Automotive Mechanics	OES 853020
Dining Room Attendants, Bar Helpers	OES 650140
General Office Clerks	OES 553470
Machinists	OES 891080
Maintenance Repairers, General Utility	OES 851320
Marketing, Advertising, and Public Relations Managers	OES 130110

1996

Nurses Aides	OES 660080
Petroleum Technicians and Technologists	OES 245110
Property and Real Estate Managers	OES 150110
Respiratory Care Practioners	OES 323020
Rotary Drill Operators-Oil and Gas Extract	OES 879110
Sales Representatives-Non-Specific	OES 490080
Stock Clerks-Stockroom, Warehouse	OES 580230
Travel Agents	OES 430210
Veterinary Assistants	OES 798060

INYO AND MONO COUNTIES

1990

Bookkeeping, Accounting, and Auditing Clerks	OES 553380
Carpenters	OES 871020
Cooks, Restaurant	OES 650260
Hotel Desk Clerks	OES 538080
Nursing Aides, Orderlies, and Attendants	OES 660080
Truck Drivers, Light	OES 971050

1991

Food Preparation Workers	OES 650380
General Office Clerks	OES 553470
Maids and Housekeeping Cleaners	OES 670020
Salespersons, Retail-Except Vehicle Sales	OES 490110
Secretaries, General	OES 551990
Waiters and Waitresses	OES 065008

1992

Automotive Mechanics	OES 853020
Cashiers	OES 490230
Gardeners, Groundskeepers-Except Farm	OES 790140
Janitors and Cleaners-Except Maids	OES 670050
Maintenance Repairers-General Utility	OES 851320
Receptionist and Information Clerks	OES 553050
Truck Drivers-Heavy or Tractor Trailer	OES 553050

1993

Child Care Worker	OES 680380
Forest and Conservation Workers	OES 790020
Nurses Aides	OES 660080
Registered Nurses	OES 325020
Service Station Attendants	OES 978050

Stock Clerks-Sales Floor

OES 490210

1994

Amusement and Recreation Attendants

OES 680140

Cooks-Specialty Fast Food

OES 650320

Dining Room and Cafeteria Attendants and

Bar Helpers

OES 650140

Instructors and Coaches-Sports and Physical Training

OES 313210

Kindergarten Teachers

OES 313022

Maintenance Repairers-General Utility

OES 851320

Preschool Teachers

OES 313021

1995

Carpenters

OES 871020

Cashiers

OES 490230

Painters,Paperhangers-Construction

OES 874020

Receptionists and Information Clerks

OES 553050

Salesperson-Retail, Non-Vehicle

OES 490112

Tellers

OES 531020

1996

Training Providers

Bakersfield College
1801 Panorama Drive
Bakersfield, CA 93305
(805) 395-4571

Career Development Center
P O Box 1467
Bishop, CA 93514
(619) 873-5107

Cerro Coso Community College
3000 College Heights Boulevard
Ridgecrest, CA 93555
(619) 375-5001

Kern County Regional Occupational Center
15926 K Street
Mojave, CA 93501
(805) 824-9313

Kern High School District JTPA
Services Division
2727 "F" Street
Bakersfield, CA 93301
(805) 322-7492

Kern Regional Occupational Center
501 South Mount Vernon Avenue
Bakersfield, CA 93307
(805) 831-3327

McFarland Unified School District
599 5TH Street
McFarland, CA 93250
(805) 792-6312

Mexican American Opportunity Foundation
2001 28TH Street
Bakersfield, CA 93301
(805) 861-2800

North Kern Vocational Training Center
2150 7TH Street
Wasco, CA 93280-1563
(805) 758-3045

Porterville College
100 East College Avenue
Porterville, CA 93257
(209) 781-2313

San Joaquin Valley College
201 New Stine Road
Bakersfield, CA 93309
(805) 834-0126

Santa Barbara College
211 South Real Road
Bakersfield, CA 93309
(805) 835-1100

Taft College
29 Emmons Park Drive
P O Box 1437
Taft, CA 93268
(805) 763-4268

West Side Regional Occupational Center
P O Box 1337
Taft, CA 93268
(805) 765-7185

Westside Educational Services Training and Education Center
210 E Center Street
Taft, CA 93268
(805) 763-5161

